

City of Chattanooga, TN
Personnel Class Specification

Class code 0204

FLSA: Non-Exempt

CLASSIFICATION TITLE: SHOP SUPERVISOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to supervise and participate in the repair and maintenance of City fleet vehicles.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Supervises and directs assigned staff, delegating work, processing employee concerns and problems, directing work, and participating in discipline.

Documents repair and maintenance requests, logs time received, and assigns work orders.

Appraises engine and body damage to determine extent of impairment and necessary repairs.

Oversees and assists in the completion of repair and maintenance of City fleet vehicles and attached or support equipment to ensure their efficient and safe operation; inspects completed work for accuracy and thoroughness.

Fabricates parts from metal, plastic, wood, and other substances as necessary in the repair of vehicle engines and bodies.

Performs and teaches body repair, reconstruction, and painting.

Ensures personnel are knowledgeable of safety rules, and that they perform duties accordingly; ensures that vehicles and motorized equipment operate in compliance with EPA standards.

Performs other tasks such as opening and closing building, typing letters and forms, answering incoming telephone and dispatch calls, and filing documents.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Vocational/Technical degree with training emphasis in Equipment and Automotive Mechanics; supplemented by one (1) year previous experience and/or training involving supervision and participation in repair and maintenance of equipment and automobiles; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to perform in a supervisory capacity over subordinate supervisors.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment, machinery, tools and/or materials requiring complex and rapid adjustments.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, or toxic agents.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.